

TOWN OF ARLINGTON

Joseph Connelly, Director of Recreation
Dan McGrath, Recreation Supervisor



Recreation Department

PARK COMMISSIONERS
Jim Robillard
Shirley Canniff
Jen Rothenberg
Leslie Mayer
Donald Vitters

SPECIAL EVENT REQUEST

*For all gatherings over 100 people and private/corporate events

Today's Date: _____ (Requests must be made 48 hours in advance)

Contact Name: _____

Phone (H): _____

Home Address: _____

Phone (C): _____

Site Requested: _____

Anticipated # of People _____

Will food be on site? Yes No Please list the type of food: _____

Request: Day _____ Date _____ Please check time slot ☐ 11am-2pm ☐ 2pm-5pm ☐ 5pm-dusk

Purpose: _____

FEE:	<input type="checkbox"/>	1-50 People	Resident \$ 50.00	Non-Resident \$100.00
		51-100 People	Resident \$ 75.00	Non-Resident \$150.00
		101-200 People	Resident \$100.00	Non-Resident \$200.00
		201-500 People	Resident \$150.00	Non-Resident \$250.00
		500+ People	Fee to be set be determined based on event	

REQUIREMENTS: (These conditions may be required prior to permit being issued and may have an additional cost beyond the facility use fee)

*Police Detail

* Fire Detail

* DPW Detail

- Certain events may also require a certificate of insurance naming the Town of Arlington as an additional insured.

Describe any other needs

☐ By signing below I acknowledge and accept the instructions and conditions (below) for this permit and I agree to release, indemnify, and hold harmless the Town of Arlington from and against any and all claims, demands, losses, damages, defense costs, or liability of any kind which may arise out of, or is in any manner connected with, the above-described activity.

(Signature of Responsible Party)

(Date)

RULES AND REGULATIONS FOR FACILITIES

The Arlington Park Commissioners Support a Zero Tolerance Policy at all Recreational Facilities Under Their Jurisdiction

1. This permit is granted subject to the rules and regulations as outlined under Title IV, Article 1 of the by-laws of the Town of Arlington.
2. This office must be notified at least twenty-four (24) hours in advance if a permit is to be canceled.
3. The person(s) or organization(s) using the park property shall be responsible for any damages occurring in connection with/or in consequence of such use.
4. The person(s) or organization(s) shall be responsible for the behavior of person(s) attending and shall be responsible for all necessary expenses.
5. Parking or driving on fields or courts is not permitted. Observe all parking regulations.
6. No alcohol is permitted on public property.
7. The Recreation Department reserves the right to change schedules or revoke permits without prior notice.
8. No open fires are permitted at any time. Grilling may be allowed with permission from the Park Commission and appropriate grilling permit from the Arlington Fire Department. A 30 day notice may be required.
9. Fields or courts used by school teams will not generally be available before 5:30 PM. In any case, school teams must be allowed to finish their activities before your group may take the field or court, regardless of the starting time on the permit.
10. Permits issued is for recreational use only!

♦ Any violations of the above mentioned rules may result in immediate revocation of permit and/or refusal to consider future requests for permits.

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